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Registry
77-10213/4

1 December 1977

MEMORANDUM FOR: Assistant to the Director
for Public Affairs

VIA : Acting DDCI

FROM : [redacted]
STAT Deputy Executive Secretary

SUBJECT : Proposed Topics for Expanded
"Notes" or New DCI Publication

1. During the Director's 9 November meeting with the Federal Women's Program Board, the Board suggested that the DCI either expand the "Notes from the Director" to include a wider range of topics of interest to employees or initiate a publication patterned after the "DDA Exchange" (copy attached) to cover such topics.

2. In response to the Director's request, the Board forwarded a list of possible subjects to be covered (attached) in such a publication.

3. For your background, the "DDA Exchange"

--has been published quarterly for two years and has been extremely well received

--has 600-700 copies distributed that are read by two to three times as many employees, primarily DDA careerists

--contains contributions from each DDA component, therefore does not require a separate staff

--costs about $2.61 per copy; this includes considerable fixed costs, and a similar, more widely disseminated publication would therefore have a lower unit cost

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4. Please review the lists of topics and provide by 16 December a recommendation for the Director on whether covering such topics would be useful, and if so, whether an expanded version of the "Notes" or a new publication would be the appropriate vehicle.

STAT

Attachments:
a) Copy of "DDA Exchange"
b) Proposed Topics, 22 Nov 77

Info Copies to:

STAT w/att b only
Acting DDA w/att b only

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Executive Registry
77-10213/1

22 November 1977

MEMORANDUM FOR: Director of Central Intelligence

STAT THROUGH : [redacted]

SUBJECT : Proposed Topics for Discussion

1. As a follow-on to our 9 November meeting with you and in response to your request, the Federal Women's Program Board has prepared the attached list of topics for possible treatment in a DCI publication patterned after the "DDA Exchange" or in expanded issuances of the DCI Notes. Whatever the vehicle, we urge that it be kept at the lowest classification and that it be disseminated as widely as possible.

2. The Board membership appreciated the opportunity to meet with you on 9 November. We hope it is a first step toward meaningful interface with the DCI area and management.

STAT [redacted]

Chairman
Federal Women's Program Board

Attachment:
a/s

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ATTACHMENT

PROPOSED TOPICS

1. Organizational changes such as the merger or abolition of offices/ functions. Include the reasons behind the changes.

2. Feedback (positive and negative) from Intelligence Community consumers.

3. Announcements of significant honors and awards. Include reasons for the awards.

4. Announcements of significant awards by the Suggestion and Special Achievement Awards Committee, including followup studies on the utility/application of a particular suggestion.

5. External training opportunities in senior training institutions made available through the Training Selection Board. Focus on qualifications required for nomination and the nominating procedures.

6. Accounts of your "Wednesday" meetings with various employee groups and their suggestions. Any actions taken or contemplated.

7. Description of the activities of both the DCI MAG and the directorate MAG's.

8. A periodic recap of EAG activities.

9. Features on administrative matters of significance: e.g., the vacancy notice system and an evaluation of how well it works; the value of the Suggestion Box.

10. Future trends. Features on new methodologies in intelligence processing: e.g., SAFE system. Include management's viewpoint and that of the employees.

11. Provide a forum for feedback from employees to management: e.g., an occasional employee attitude survey on a given issue (reorganization, personnel reductions); a "letter-to-the-editor column."

12. Periodically include Profiles on Agency employees.

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